

Land Use & Development Application

Town of Manchester, Department of Planning & Zoning

6039 Main Street, Manchester Center, VT 05255

Phone (802) 362-1313 ext. 3 Fax (802) 362-1314

www.manchester-vt.gov

j.hurley@manchester-vt.gov



Applicant			
Name:			
Mailing Address:			
City:	State:	ZIP Code:	
Phone:	E-mail:		
Signature:			Date:
Landowner			
Name:			
Mailing Address:			
City:	State:	ZIP Code:	
Phone:	E-mail:		
Signature:			Date:
Project Location			
Street Address:			
Tax Map ID:		Parcel ID:	
Zoning District: <input type="checkbox"/> FRR <input type="checkbox"/> SR <input type="checkbox"/> GR <input type="checkbox"/> MU <input type="checkbox"/> C1 <input type="checkbox"/> C2 <input type="checkbox"/> C3 <input type="checkbox"/> I <input type="checkbox"/> FR (Check All That Apply & Consult with AO)			
Overlay Districts: <input type="checkbox"/> FH <input type="checkbox"/> BSH <input type="checkbox"/> MCH <input type="checkbox"/> MDH <input type="checkbox"/> NMSH <input type="checkbox"/> DSC <input type="checkbox"/> MSSC <input type="checkbox"/> MCC <input type="checkbox"/> TC <input type="checkbox"/> RO <input type="checkbox"/> APA <input type="checkbox"/> SSA (Check All That Apply & Consult with AO)			
Project Description			
Describe the Project:			
Existing Use: <input type="checkbox"/> Residential <input type="checkbox"/> Commercial <input type="checkbox"/> Industrial <input type="checkbox"/> Agriculture <input type="checkbox"/> Forestry <input type="checkbox"/> Recreation <input type="checkbox"/> Other			
Proposed Use: <input type="checkbox"/> Residential <input type="checkbox"/> Commercial <input type="checkbox"/> Industrial <input type="checkbox"/> Agriculture <input type="checkbox"/> Forestry <input type="checkbox"/> Recreation <input type="checkbox"/> Other			
Type of Application: <input type="checkbox"/> New Construction <input type="checkbox"/> Site Plan <input type="checkbox"/> Conditional Use <input type="checkbox"/> Major Project <input type="checkbox"/> Design Review <input type="checkbox"/> BLA <input type="checkbox"/> Subdivision <input type="checkbox"/> Change of Use <input type="checkbox"/> CHO <input type="checkbox"/> Sign <input type="checkbox"/> Permit Amendment <input type="checkbox"/> Permit Extension <input type="checkbox"/> Appeal to DRB <input type="checkbox"/> Variance (Check All That Apply & Consult with AO)			
For AO Use			
Project #:	Fee Received:		Date Received:
AAG Review Date:		Date Warned:	
DAB Review Date:		DRB Hearing Date:	

See Reverse for Fee Schedule & Submission Requirements

Planning & Zoning Fee Calculation Table (Consult with AO)			<i>After-the-fact Permit Fee is Double the Total.</i> <i>All Fees Include Applicable Recording Fees</i>
Project Type	Fee		
Major Project Hearing	\$350		
DRB Hearing	\$175		
Administrative Permit with Design Review	\$100		
Administrative Permit	\$75		
Sign Permit with Design Review	\$100		
Administrative Sign Permit (perm./temp.)	\$75/\$25		
Boundary Line Adjustment	\$150		
Minor Subdivision	\$250/lot		
Major Subdivision	\$500/lot		
Administrative Opinion	\$100		
Administrative Permit Extension	\$25		
Permit Extension Requiring DRB Hearing	\$175		
Administrative Permit Amendment	\$50		
Permit Amendment Requiring DRB Hearing	\$175		
Appeal of Administrative Officer's Decision	\$175		
Certificate of Occupancy (complex/simple)	\$50/\$20		
Zoning Compliance Notice	\$10		
New Commercial Construction	\$0.25/SF		
New Residential Construction >2,500 SF	\$0.15/SF		
New Residential Construction <2,500 SF	\$0.10/SF		
Custom Map - Basic	\$10		
Custom Map - Complex	\$75		
Total:			
<i>Consolidated review will occur unless applicant requests otherwise. For consolidated review, apply only the highest fee as listed above.</i>			
<i>APPLICATIONS FOR ANY LAND USE OR DEVELOPMENT OTHER THAN SINGLE-FAMILY RESIDENTIAL MUST BE ACCOMPANIED BY A SITE PLAN IN COMPLIANCE WITH SECTION 3.2.2 OF THE MANCHESTER LAND USE & DEVELOPMENT ORDINANCE.</i>			
<i>APPLICATIONS FOR SIGNS MUST INCLUDE COLOR, DIMENSIONED RENDERINGS OF ALL PROPOSED SIGNS, WITH AN INDICATION OF PROPOSED LOCATIONS AND DISTANCE TO THE GROUND FROM THE EXTENT OF ALL SIGNS.</i>			
<i>APPLICATIONS REQUIRING DESIGN REVIEW MUST MEET THE REQUIREMENTS OF SECTION 3.5.2 OF THE MANCHESTER LAND USE & DEVELOPMENT ORDINANCE.</i>			

ABBREVIATIONS:

DRB – Development Review Board
DAB – Design Advisory Board
AAG – Administrative Advisory Group
CHO – Customary Home Occupation
BLA – Boundary Line Adjustment
AO – Administrative Officer/Zoning Administrator

BASIC DISTRICTS:

FFR – Farming & Rural Residential
SR – Single Residential 1-3
GR – General Residential 1-3
MU – Mixed Use
C – Commercial 1-3
I – Industrial 1-5
FR – Forest & Recreation

OVERLAY DISTRICTS:

FH – Flood Hazard
BSH – Bonnet Street Historic
MCH – Manchester Center Historic
MDH – Manchester Depot Historic
NMSH – North Main Street Historic
DSC – Depot Street Corridor
MSSC – Main Street South Corridor
MCC – Manchester Center Corridor
TC – Transient Commercial
RO – Recreation Overlay
APA – Aquifer Protection Area
SSA – Sewer Service Area